

Maryland National Guard Familiarization Training Participant Guide

Benefits

- A performance appraisal system that encourages the **fair** and equitable evaluation of employees based on performance and **results**.
- Program shall provide for employee **participation** in program development, implementation, and application.
- A **higher level reviewer** ensures equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters.

Program Requirements

- Each Appraisal Period is a **52** week period starting 1 October through 30 September, annually.

Example:

- 1 October 2014 – Start of 1st Annual Appraisal Period
- 30 September 2015 – End of 1st Annual Appraisal Period

Program Requirements (cont.)

- Minimum Period of Performance:
 - **120** days
 - **Non-Pay** status does not count toward rating
 - Temp Techs **do not** receive appraisals

Trial/Probationary Period Ratings

- No rating will be accomplished during the **12** month trial period (no more “retention appraisals”).
- Supervisors must carefully **observe** and **evaluate** technicians during the trial period.
- Supervisors must contact HRO for **non-retention** during the trial period.
- For retention beyond the trial period, the technician must be performing at Level **3** Fully Successful or above.

Trial/Probationary Period Ratings (cont.)

- After completion of the first **12** months of Federal Service, the technician will receive a rating of record.
- And the next appraisal will be due on 30 September of the current year if there is 120 days between the end of the first 12 months and 30 September. If not, it will be extended till 30 September of the following year.

Trial/Probationary Period Ratings (cont.)

Example:

- 1 June 2015 – Start of 1st Annual Appraisal Period
- 31 May 2016 – End of 1st Annual Appraisal Period
- 1 June 2016 – Start of 2nd Annual Appraisal Period
- 30 September 2016 – End of 2nd Annual Appraisal Period

Trial/Probationary Period Ratings (cont.)

Or

- 1 July 2015 – Start of 1st Annual Appraisal Period
- 30 June 2016 – End of 1st Annual Appraisal Period
- 1 July 2016 – Start of 2nd Annual Appraisal Period
- 30 September 2017 – End of 2nd Annual Appraisal Period

Performance Plans

- Aligned with **mission** goals-Readiness.
- Expectations based on: **goals**, requirements, procedures, or other instructions.
- **Communication:** must be ongoing and two-way between supervisor and technician. An interim review is required.
- Adjustments to plans may take place at any time as long as there is at least **120** days left in the rating period.

Performance Plans (cont.)

- Plans are built in the PAA. Based on written Objectives, which are a combination of critical **elements** and performance **standards**. Should be written so that supervisor and technician understand what is expected, and how performance will be evaluated into a rating.
- Critical Elements: **3 – 5** elements recommended, may be weighted. Mandatory critical element for supervisors (Performance management, upholding merit principles, EEO compliance and Safety).

Monitoring Performance

- Regular communication to reinforce the good, address the bad, and update **objectives** as necessary.
- **Unacceptable** performance should be addressed immediately—do not wait until the end of the appraisal period.
- Although communication will take place in the system and through email, **face to face** dialogue is still the standard.

Monitoring Performance (cont.)

- An Interim Review, done in the PAA, is required between the 4th and 6th months of the appraisal period, and will be tracked.
- Closeout Assessments will be done in the PAA when needed, if **120** day minimum rating period is met. Closeouts from the most recent appraisal period will be viewable by the technician, rater, and approving official.

End of Year Performance Assessments

Supervisory Assessment:

- Narrative evaluation of performance required, along with a **1 – 5** whole number rating for each job objective.
- The PAA will **calculate** the overall rating.
- The supervisor will **evaluate**, obtain approving official review either electronically or as certified by other means, and then communicate the rating to the technician.
- Due within **30** days of the end of the appraisal period.

End of Year Performance Assessments (cont.)

Technician Self-Assessment:

- Optional narrative input completed in the PAA by the **technician** for the supervisor's benefit in evaluating performance.
- May be added to at any time, also available at **Interim**.

Rating Methodology

Overall summary rating:

- Based on the rating of each objective, the PAA will generate a **summary** rating.
- If the objectives are weighted, the weights must equal **100%** when added together. The PAA will police this and perform the calculations.

Rating Methodology (cont.)

Summary Ratings:

- 1 on any Objective Level 1 Unacceptable
- 2.00 to 2.50 Level 2 Marginal
- 2.51 to 3.50 Level 3 Fully Successful
- 3.51 to 4.50 Level 4 Excellent
- 4.51 to 5.00 Level 5 Outstanding
- A Special Purpose Rating will be accomplished when a Level **1** rating improves to Level 2 for no less than 30 days.